



**International Confederation
Society of Saint Vincent de Paul
International Council General
16th President General**



Letter 60/2018
Paris, 3 December 2018

“Translators’ Club” project

To Superior Councils
To members of the International Structure

Subject: Launch of the “Translators’ Club” project.

*Dear presidents of Superior Councils,
Dear members of the International Structure,*

1. We are all aware that the cost of translation and of simultaneous interpreting is one of the biggest expenses which International Council General has to meet when organising international events, and for publishing news and training documents on the Confederation's webpage (www.ssvpglobal.org).
2. All information must be published simultaneously in French (official language) and in other official languages of the Society of Saint Vincent de Paul: English, Spanish, Portuguese and Mandarin (points 1.4 and 1.4.1 of the Statutes of the International Confederation). The quality of the language in the texts must be to a satisfactory standard, without errors or terms which could lead to confusion or misinterpretation.
3. In order to keep the on-going costs of translation services to a minimum, International Council General is today launching its **“Translators’ Club” project**, which hopes to invite Vincentians with language skills to help us in the important task of translating news and training materials.
4. Applicants interested in joining the “Translators’ Club” must meet the following criteria:
 - a) *have been an active member of the SSVP for at least five (5) years, either employed or belonging to a branch of the Vincentian Family,*
 - b) *have a thorough understanding of the Vincentian charism, the Rule of the SSVP, the institutional role of Council General, SSVP terminology and the Vincentian tradition;*
 - c) *have knowledge of languages;*
 - d) *be available to do at least one translation a week, of up to 30 lines of text, on topics relating to communication or training.*
 - e) *keep the information confidential and never disclose it before the date on which the documents are published officially by Council General.*
5. The service provided by the “Translators’ Club” is a voluntary activity, without any kind of remuneration, either salary or financial compensation. Members of the Club will sign a “Voluntary Undertaking” stating that their participation in the project will not be subject to any kind of payment, and that volunteers undertake to maintain confidentiality of the material, and not disclose the content of the documents they translate.

6. Those interested should send an e-mail to the Communications Department of the International Council General (cgi.chair-coms@ssvpglobal.org) for the attention of Carlos Lafarga, providing the information shown in the form attached (appendix).

7. Those wishing to take part in the “Translators’ Club” should be able to commit to join for at least ONE YEAR. Council General is deeply appreciative of this service from those wishing to collaborate, since it means that a significant amount of money can be saved and put towards other international projects and actions, on behalf of those in most need.

8. After the first year of their service to Council General, members of the Club will receive a special certification of recognition, signed by the President General, as a mark of our gratitude.

9. Our heartfelt thanks go to Superior Councils for helping the International Council General to distribute this letter, and we hope many Vincentians will come forward to serve the Confederation in this noble mission of contributing to Vincentian communications and training.

Serving in hope,

Carlos Lafarga
Communications department



Renato Lima de Oliveira
16th President General

ANNEX

Volunteer information sheet

Full Name	
Branch to which you belong (SSVP or other branch of the Vincentian Family)	
Date on which you joined SSVP or the Vincentian Family	
Conference name (if member of SSVP)	
City and country	
E-mail	
Mobile no.	
Skype account	
WhatsApp account	
Mother tongue (native language)	
From which languages can you translate?	

Date: ____/____/____.

Location: _____

Signature of volunteer